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CAREER SERVICE COMMITTEE

Working Group on EXTENSION TRAINING

Minutes of 9th Meeting, 10 January 1952

The Group met at 1030, [REDACTED]

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PRESENT: [REDACTED]

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1. The minutes of the 8th meeting, 3 January 1952 were reviewed and approved without change.

2. The Group then took up item 1 on the Agenda, further consideration of the questions posed in paragraph 2, Minutes of 6 December meeting. After consideration of various courses of action the following answers to the questions were agreed upon.

Question (b) Can the Group decide on how much training should be arranged by interested offices without seeking TO assistance?

Question (c) Can the Group decide how many additional trainee slots should be provided and under what circumstances?

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[REDACTED]

AGREED THAT: Any training assignment that would require the absence of an individual from his current position for less than three months should be arranged by the Office concerned within its normal T/O; additional training slots should be provided to carry individuals for periods of training in excess of three months. The Office needing such additional slots for training should take the initiative in requesting them through The Office of Training. The Office of Training should, as nearly as is possible, base its training T.O. for the fiscal year on anticipated needs and should obtain additional slots as necessary through the Project Review Committee with the concurrence of the Director of Personnel and the Office concerned.

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Question (d) Can the Group decide how many people should take training and when?

AGREED THAT: Each Office should determine how many of its people should take training and when, subject to monitoring by the Career Service Board.

Question (e) Can the Group make all of its recommendations applicable to the present stringent personnel situation as well as to any probable future situations?

AGREED THAT: The problem of varying personnel situations must always be kept in mind and the Groups final report should make clear in what personnel situations its recommendations are applicable.

Question (f) Can the Group decide which training should be on-the-job and which should be formal courses?

AGREED THAT: Offices should in each case determine, preferably based on recommendations by division and branch chiefs, whether on-the-job training or formal training is more appropriate. The guiding principle should be first to consider, when specific need for improvement is apparent, whether it is not possible for the training needed to be obtained on the job, and then to have recourse to other forms only when on-the-job training is judged inadequate. Generally speaking, if the purpose of the training is to impart a body of knowledge or specific skills, it may best be accomplished by instruction; but if its purpose is to develop the ability to handle a particular job or to increase wisdom acquired through experience, it may best be accomplished by on-the-job training, after such preliminary instruction as is appropriate.

Question (g) Can the Group decide which training should be extra-CIA and which should be intra-CIA?

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[redacted] memo of 10 Dec 1951 was discussed and it was decided that the Group would ask [redacted] to recast his memo from an informational format to a format giving possible courses of action on the various items.

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3. It was agreed that the next meeting would be Thursday, 17 January 1952 with the following Agenda.

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a. Consideration of [REDACTED] revised draft on paragraph 2 (g) above.

b. Consideration of the question of security involved in extension training.

c. Consideration of the possible magnitude of the training program to be recommended by the Group.

4. The meeting was adjourned at 12:35.

[REDACTED]
Secretary

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Distribution:

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